



Need training for a job?

Before you sign up for a vocational school or correspondence course:

1. **Define your goals.** Do you want to learn a skill, prepare for a test, get a job, or get a license or certification?
2. **Comparison shop.** Look at the choices. Which offers the best combination of affordable fees and a solid education? Does on-the-job training, a community college program, a correspondence course, or a vocational school make the most sense?
3. **Do a background check.** Ask employers you might want to work for what they think about the school. Call recent graduates to ask about their experience at the school. Visit the school when class is in session. Stick around to talk to current students. Call the agency that licenses or accredits the school to see if it meets required standards. Call your local Better Business Bureau to find out if there have been any complaints about the school.

Important Points:

Take your time. Don't sign a contract until you've read it...and understood it. Ask questions about repayment terms, refunds and cancellation policies, and finding a job after you finish the course. What happens if you have to quit before you finish? It's a good idea to ask someone you trust to read and evaluate the forms, too.

If you're unhappy with the school or program you chose—or if you think you were misled—*complain.* To whom? The agency that licenses or accredits the school, the Federal Trade Commission, or the Better Business Bureau.

For further information about choosing a vocational school, access the Consumer Protection area of the Federal Trade Commission's web site at **www.ftc.gov** (click on "Scholarship & Employment Services").

